



U. S. DEPARTMENT OF COMMERCE

Commerce Administrative Management System

Draft

Participant Guide

Course 100: General Navigation
(Character Screens Only)

March 16, 1999

**Participant Guide
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ICONS

NOTE

The icons you will see throughout the *Participant Guide* are explained here.



(00:00)

The clock indicates time. The estimated time to teach a particular section of the course will always be located directly below the clock icon. An example of this is (00:15), which indicates that the section will take approximately 15 minutes to teach.



The computer indicates that the Instructor is going to perform a walkthrough with the participants.



The stop sign indicates the conclusion of a particular section. This will help to keep everyone at the same pace.



The check sign indicates a self-assessment.



The demonstration icon indicates that the Instructor will lead a demonstration while the participants watch.

INTRODUCTION

PURPOSE

The purpose of the General Navigation course is to provide you with an introduction to the Commerce Administrative Management System (CAMS) and its standards. In addition, we will cover the following key concepts during this training:

- Logging into the system
- Accessing detail and application menus
- Using the operator functions
- Executing a query
- Logging out of the system

COURSE OUTLINE

Course 100

General Navigation

Course Overview

This course provides an introduction to the Commerce Administrative Management System (CAMS). CAMS is a department wide system comprised of a major administrative systems and the Core Financial System (CFS). CFS is an integrated financial management system composed of several modules. The information in this course enables you to log into the system, identify CAMS screen elements, use operator functions to navigate throughout the system, and use specific CAMS queries.

Course Objectives

Upon completion of this course, you will be familiar with the following:

- Overview of CAMS system
- Logging into the system
- Viewing a detail and application menu and choosing an option
- Overview of CFS modules and screens
- Common CAMS screen elements
- Operator functions
- Choosing an option from a list of provided values
- Performing a general and specific query
- Performing a query count
- Identifying query functions
- Logging out of the system

TOPIC OUTLINE



(00:30)

Topic 101

Log-In Procedure and Menus

Topic Overview

This topic provides an overview of the Commerce Administrative Management System (CAMS). It provides a description of General Navigation processes from logging into the system to selecting an option from a menu. Understanding the history and processes of CAMS will help you navigate throughout the system and perform all the necessary steps described in the *Participant Guide* for this course and for future courses.

Topic Objectives

Upon completion of this topic, you will be familiar with the following:

- CAMS Overview
- Various types of screens in CFS
- Logging into the system

Topic Screens

The following screens will be used throughout this topic:

Log-In Screen

Successful Log-In Screen

Incorrect Password Screen

Master Menu Screen

Application Menu Screen

RM031 Miscellaneous Receipts Transaction Screen

CAMS provides for the following functions:

- Compliance with financial and regulatory requirements
- Electronic forms creation, routing and approval
- On-line funds availability checking
- One-time data entry at the source
- On-line controls preventing many errors
- On-line entry and access to real-time financial data

CAMS benefits the Department by keeping software centrally maintained. It also compiles with the U.S. General Accounting Office and other financial requirements. Finally, CAMS provides effective audit trails and timely and accurate financial data.

When you log into a CAMS application, such as a module within the Core Financial System, you establish a connection with the CAMS server. This allows you to select from a Master Menu displaying the various CFS modules.

General Navigation – CAMS Technical View Process Flow

The following elements correspond to the General Navigation – CAMS Technical Process Flow:

- PCs: The Personal Computer that you log into everyday accesses local software to run your applications. Some common local software may be Microsoft Office Products – such as Word or Excel.
- Local Area Network: When you log into your computer, you may enter a network username and password. The network you access upon typing a correct password will provide you with printing or e-mail capability, for example.
- Bureau Computers: To access the Commerce Administrative Management System, you access a separate database maintained by your bureau. You need additional usernames and passwords to log into this application.

General Navigation - CAMS Overview Process Flow

The following elements correspond to the General Navigation-CAMS Overview Process Flow:

- **Access the Local Network:** If you are set up with a username and password to access your local network, you have access to all network software. Multiple users can connect to the network at one time.
- **Access CAMS Application from your bureau computer:** Your Database Administrator must grant you authority to use CAMS before you can access the application. The application is depicted in the flow as an icon on which you double click to begin the log-in procedure. For training purposes, our application is TNVT. (You may have access to several other bureau specific applications). The application is the method you use to connect to the server. The CAMS server contains the database where all data is maintained. Each time you make an edit or commit information in a data field, the database is updated.
- **Log into CAMS:** Upon connecting through the application to the CAMS Database, you see a log-in screen. To proceed to the modules, you must successfully log into the CAMS application. You do this by entering a valid username and password. We will cover this step in greater detail later within this topic.
- **Master Menu:** Upon logging into the system successfully, you see the Master Menu. This menu lists the different modules and accompanying screen types to which you have access. The flow shows the Master Menu for the user, INSTRUCT. The various modules such as Funds Management and Payment Management are listed along with screen types of Maintenance, Transaction, Lookup, Reports, etc. which we will discuss further.

- Sub-Menus (Application Menu): Once you select an option from the Master Menu, you drill down into an Application Menu. The Application Menu displays a listing of screens by module and type to which you have access. In the process flow, the Receipts Management – Transaction Screen Application Menu is displayed. You can see INSTRUCT has access to the RM003, RM004, RM031, etc screens.
- Screen: After selecting an option code (screen) from the Application Menu, the screen is displayed. The process flow shows that INSTRUCT has selected RM031 – Miscellaneous Receipts Transaction Screen.
- Screen Elements: The various components of a screen. A field is the most common screen element. You move through the fields on a screen to edit and commit data in the database. The process flow shows that the number 57 was entered into the Control: Bureau field.





WALKTHROUGH – INSTRUCTOR LED

Scenario 1: Log into the system

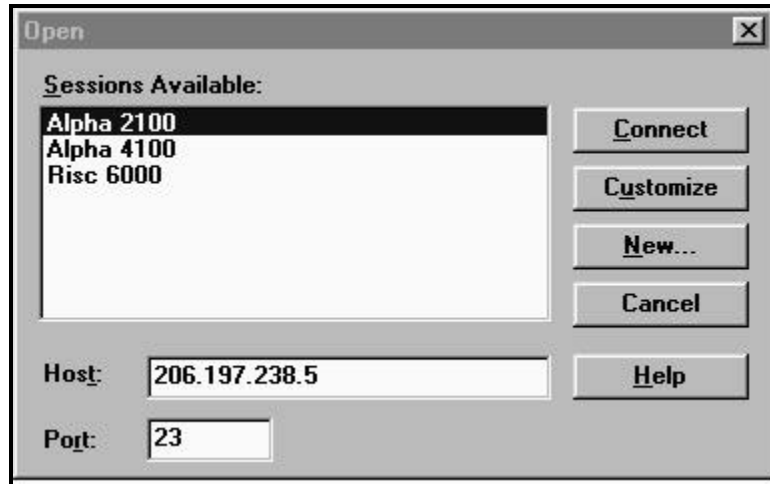
NOTE


The Instructor is going to walkthrough the following steps with you. Follow along with the Instructor by looking up at the overhead screen and performing the steps simultaneously with the Instructor. It is important that you perform the steps with the Instructor rather than going ahead on your own. Refer to your name card for usernames and passwords.

1. Turn on the computer unit and enter the Windows environment.

Step	Action
A	Turn on the red power switch located to the left of the keyboard.
B	Once you enter the Windows environment you will see the prompt to enter your username and password. Type your Network username and then press Enter . NOTE: Refer to the first username and password on your name card.
C	Type your Network password and then press Enter . NOTE: New users will have to confirm their password by typing it twice.

- Once you are in the Windows environment, log into the system.



Step	Action
A 	Double Click on the TNVT Icon.
B	Under Sessions Available double click on Risc 6000 .
C	Type your RISC 6000 (AIX) username and then press Enter . NOTE: Refer to the second username and password on your name card.

Step	Action
D	Type your RISC 6000 (AIX) password and then press Enter . NOTE: If the system responds YOU ENTERED AN INVALID LOGIN NAME OR PASSWORD you typed an incorrect username or password. Type in your username again and then press Enter . Then type your password again and press Enter .
E	When the system prompts SELECT ONE OF THE ABOVE ITEMS, type the number corresponding to ARDB and press Enter .

The following screen appears after you perform steps A-E.

SQL*Forms Run Form: Release 3.0.16.12.9 - Production

Copyright (c) Oracle Corporation 1979, 1994. All rights reserved.

Using Oracle Toolkit Version 01.00.20.03.02 (Production)

Using PL/SQL Version 01.00.46.03.01 (Production)

Using SQL*Menu Version 05.00.11.13.06 (Production)

Username:

Password:

Press ^K at any time to show function keys.

<Replace>

Fig. Log-In Screen

Step	Action
F	Type your CAMS username and press Next Field {Enter}. NOTE: Refer to the third username and password on your name cards.
G	Type in your CAMS password and press Next Field {Enter}. NOTE: If you type an invalid username or password, the system responds: FRM-40007: INVALID USER IDENTIFIER OR PASSWORD. RE-ENTER. Type your username and password again.
H	In the USER AUTHENTICATION database log-in screen, type your CAMS password and press Next Field {Enter}. The system responds: WORKING... while it verifies the username and password. NOTES: <ul style="list-style-type: none"> • If you type a correct password, the system responds: SUCCESSFUL LOGIN – HAVE A GOOD SESSION! as shown in <i>Fig. Successful Database Log-In</i> on page 100.13. • If you type an invalid password, the system responds: YOU HAVE ENTERED AN INCORRECT PASSWORD – REENTER! As shown in <i>Fig. Incorrect Database Password</i> on page 100.13. The screen will re-appear and you may type your correct password. • You must type a valid username and password combination to access the system. • The password is not case sensitive.

User Authentication for REL-TEK Applications

You have logged into the database as

Please enter your password below

Successful login - have a good session!
 Please acknowledge message. (Ok)

Fig. Successful Database Log-In

User Authentication for REL-TEK Applications

You have logged into the database as

Please enter your password below

You have entered an incorrect password - reenter!
 Count: *0 <Replace>

Fig. Incorrect Database Password

Step	Action
1	Press Next Field {Enter} upon receiving a successful log-in message, and the Master Menu Screen is displayed as shown in the <i>Fig. Master Menu</i> shown below.

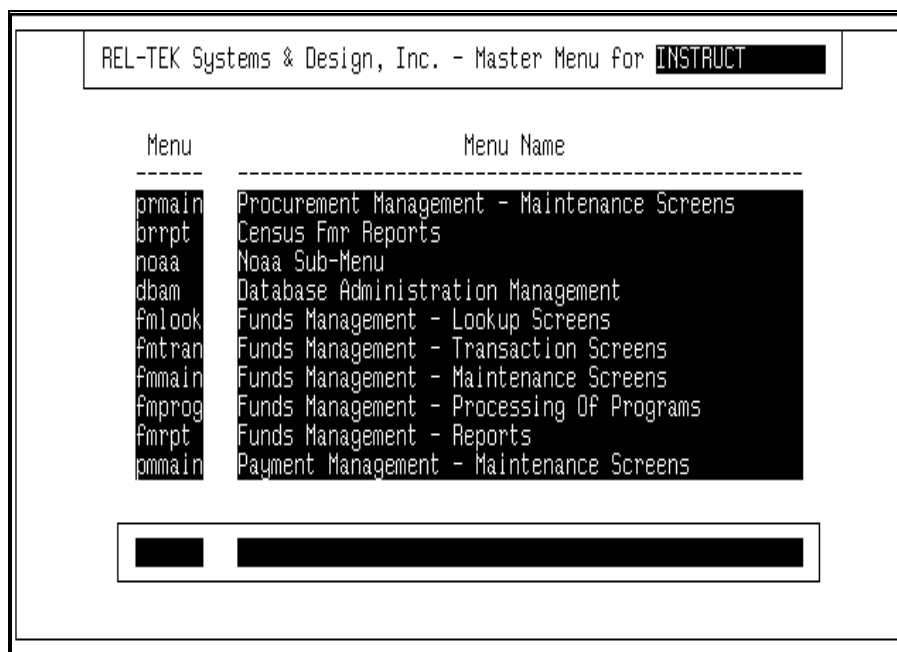


Fig. Master Menu

Result: We logged into the system and are in the Master Menu.





DEMONSTRATION

Scenario 2: Master Menu

NOTE

The Instructor is going to demonstrate the steps for how to access the Master Menu. The menu options you will see throughout this course may vary from the menus you will see at your specific bureaus.

The menu system consists of two levels: the Master Menu and the Application Menu.

- **Master Menu**, the first menu you see which presents the different Application Menus and menu codes that you may access. Your username will be displayed in the upper right hand corner of the Master Menu.

The Master Menu lists the various modules to which you have access. In our instance, we have access to the modules which comprise CFS. As we scroll through the Master Menu we can view the CFS modules. Follow along on the overhead projector as the Instructor describes and scrolls through the different modules using **Scroll Down** {Down Arrow}. We will first describe the modules and then describe the screen types.

1. Familiarize yourself with different modules.

- **FM** is the abbreviation for the **Funds Management (FM)** module of CFS. Funds Management allows users to manage and control funds available for incurring obligations by a government agency. This is accomplished by the following sub-modules functions within Funds Management: Budget Execution, Commitment & Obligation Tracking, and Funds Control.

- **PM** is the abbreviation for the **Payment Management (PM)** module of CFS. Payment Management allows the user to maintain vendor master records, process payments in accordance with the Prompt Payment Act, record transactions which update the general ledger with proper accounts payable and related expense amounts, and perform 1099/1042 year-end reporting.
- **RM** is the abbreviation for the **Receipts Management (RM)** module of CFS. Receipts Management enables users to maintain customer master records, process customer invoices and credit memos, process customer payments and miscellaneous cash receipts, and ensure compliance with the Debt Collection Act. In addition, it records transactions which update the general ledger with proper accounts receivable, cash receipts, and related revenue amounts.
- **GL** is the abbreviation for the **General Ledger Management (GL)** module of CFS. The General Ledger module enables users to maintain general accounting information and to process and print general ledger reports and financial statements, i.e., SF-133's and SF-224's. The application is also used to perform current period and fiscal closings.
- **CM** is the abbreviation for the **Cost Accumulation Management (CM)** module of CFS. The CM module allows for tracking of costs (labor and expenses) and also allows users to perform step down allocations by priority using specific allocation pools to allocate cost (labor, expenses, hours, etc.) across accounts.
- **WF** is the abbreviation for the **Workflow Management (WF)** module of CFS. Workflow enables users to route documents electronically to designated employees for approval. Appropriate messages are generated by the system and "sent" to the next level approver.

Result: From the Master Menu, we became familiar with the modules that comprise CFS.



As we scrolled through the various CFS modules, you could see that different screen types, abbreviated by LOOK and MAIN for example, were listed under some modules. Each CFS module is made up of various screens that include: Maintenance, Transaction, Lookup, Reports, and Program Screens. We will reference these screens throughout the General Navigation Course.

2. Familiarize yourself with the different screen types.

- **RPT** is the abbreviation for **Report Screens**. Report screens are predefined templates that the system uses when processing a report. When a report is selected for processing, the system uses the template to query the database for specific information and then uses it to create the report output. The output can either be viewed on the user's screen or printed. All reports have a cover page that specifies the time the report was processed, the title of the report, the period covered by the report, and any other pertinent information. Cover pages can help prevent unauthorized persons from accidentally viewing sensitive financial data.
- **PROG** is the abbreviation for **Program Screens**. Program screens process information by selecting new groups of records, manipulating these selected records, and/or processing reports. Programs are created to automate processes that are performed regularly. For example, Generate Recurring Vendor Invoices (PM021) produces invoices for referring accruals.
- **MAIN** is the abbreviation for **Maintenance Screens**. Maintenance screens record information that the module requires to process its screens, reports, and programs. For example, information about individual vendors is recorded in the Vendor Maintenance Screen (PM002). This information is required by the Purchase Order Transaction Screen (FM040) to create and process a purchase order. Access to maintenance screens is limited to designated CFS users.

- **TRAN** is the abbreviation for **Transaction Screens**. Transaction screens enable you to process individual transactions or documents. For example, the Purchase Order Transaction Screen (FM040) records the information necessary to process a purchase order. CFS may perform additional tasks depending on the nature of the original transaction. For example, entering and approving a receiving ticket in PM030 results in the creation of an invoice template in the Vendor Invoice Transaction Screen (PM003).
- **LOOK** is the abbreviation for **Lookup Screens**. Lookup screens allow you to query the database for specific information and view the results. For example, the Outstanding Customer Invoice Lookup Screen (RM006) lets you view an open invoice document and the number of days that it is outstanding. It also provides information on the customer's current account balance and an aging recap by both dollar amount and percentage.

Result: From the Master Menu, we became familiar with the screen types within CFS.



Scenario 3: Application Menu

From the Master Menu, we can select an option to obtain a listing of screens in the Application Menu.

- **Application Menu** is the next menu you see following the Master Menu. It presents the different menu options and screens that you may access.

NOTE

The Instructor is going to demonstrate the steps for how to access the Application Menu. The menu options you will see throughout this course may vary from the menus you will see at your specific bureaus.

1. Press **Scroll Up** {Up Arrow} to place the cursor on the menu option **RMTRAN RECEIPTS MANAGEMENT – TRANSACTION SCREENS** and press **Select** {Enter}.

You will now see the Application Menu. The system displays the transaction screen options as shown in *Fig. Application Menu* below. Now the Instructor will demonstrate the two methods for how to access a screen from the Application Menu. Follow along with the following steps as they are demonstrated on the overhead projector.

Option	Option Name
rm003	Transaction Screen - Customer Invoice
rm004	Transaction Screen - Credit Memo
rm005	Transaction Screen - A/R Adjustments
rm013	Transaction Screen - Deposit Ticket Control
rm018	Transaction Screen - Administrative Offset
rm030	Transaction Screen - Customer Payments
rm031	Transaction Screen - Miscellaneous Receipts
rm032	Transaction Screen - Audit Lockbox Payment

Messages have been sent to you.
Count: *8 | <Replace>

Fig. Application Menu

Step	Action
A	Press Scroll Down {Down Arrow} to place the cursor on the option code RM031 TRANSACTION SCREEN – MISCELLANEOUS RECEIPTS and press Select {Enter}. You chose an option then the system displays the screen as shown below.

Miscellaneous Receipts Transaction Screen							rm031
Control: Bureau		Deposit No	Cumulative Total				
Trans: No	Date	G/L Date	FY				
Source: Code	No	Name					
Payment: Method	Document No	Total					
Approval: N	By	Date	Notes				
- Document -	Type	No	Reference	Amount	Descr	Finance	ACCS
Total							
Count: *0							<List><Replace>

Fig. Miscellaneous Receipts Transaction Screen

Step	Action
B	Press Cancel/Exit {F4} to return to the Application Menu.
C	Another method used to display a screen is to press Next Block {Page Down} to access the block at the bottom of the screen. This will allow you to type in the screen number you wish to access.
D	Type RM031 and press Select {Enter} and the screen name – TRANSACTION SCREEN – MISCELLANEOUS RECEIPTS will appear.
E	Press Select {Enter} and the system will display the screen.
F	Press Cancel/Exit {F4} to return to the Application Menu.
G	Press Cancel/Exit {F4} to return to the Master Menu.

Result: We selected a screen from the Application Menu.





TOPIC SELF-ASSESSMENT: LOG-IN PROCEDURE AND MENUS

Complete this Self-Assessment exercise on your own. You have 5 minutes to answer the following questions.

1. As long as you have access to your bureau computer, do you have access to CAMS?
2. How do you know if you have successfully logged into the system?
3. What are the two different types of menus and what does each show?



TOPIC OUTLINE



(00:30)

Topic 102

Screen Elements

Topic Overview

This topic provides an introduction to the CAMS screen elements. It provides a description of each of the common CAMS screen elements. Recognizing the screen elements will allow you to navigate throughout the system and perform all the necessary steps described in the *Participant Guide* for this course and future courses.

Topic Objectives

Upon completion of this topic, you will be familiar with the following:

- Common elements of a CAMS screen

Topic Screens

The following screens will be used throughout this topic:

[RM031 Miscellaneous Receipts Transaction Screen](#)

[FM062 Apportionment Transaction Screen](#)



DEMONSTRATION

Scenario 1: Identify CAMS screen elements

The Instructor is going to explain the various elements of the Miscellaneous Receipts Transaction Screen – RM031. The Instructor will display the screen on the Computer Projector.

Miscellaneous Receipts Transaction Screen						rm031																							
Control: Bureau		Deposit No	Cumulative Total																										
Trans: No	Date	G/L Date	FY																										
Source: Code	No	Name																											
Payment: Method	Document No	Total																											
Approval: N	By	Date	Notes																										
<table border="1"> <thead> <tr> <th colspan="2">- Document -</th> <th rowspan="2">Reference</th> <th rowspan="2">Amount</th> <th rowspan="2">Descr</th> <th rowspan="2">Finance</th> <th rowspan="2">ACCS</th> </tr> <tr> <th>Type</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total</td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>							- Document -		Reference	Amount	Descr	Finance	ACCS	Type	No								Total						
- Document -		Reference	Amount	Descr	Finance	ACCS																							
Type	No																												
Total																													
Count: *0				<List><Replace>																									

Fig. Miscellaneous Receipts Transaction Screen – RM031

The Instructor will discuss the elements of the Miscellaneous Receipts Transaction Screen – RM031. A table of the elements and their descriptions is located on page 100.25-100.26 of your *Participant Guide*.

Follow along on the overhead screen as the Instructor discusses the elements. Some of the elements have been highlighted with arrows and brackets so you can easily recognize them.

The diagram illustrates the layout of the 'Miscellaneous Receipts Transaction Screen' (rm031). It is divided into two main sections: the 'Top Block' and the 'Bottom Block'.

Top Block: Contains transaction details.

- Control: Bureau 01 Deposit No 123 Cumulative Total 1,499.00
- Trans: No 234 Date 24-FEB-1999 G/L Date 28-FEB-1999 FY 99
- Source: Code 0 No 0-0 Name AIRLINE
- Payment: Method C/CARD Document No 04 Total 300.00
- Approval: N By [] Date [] Notes < >

Bottom Block: Contains a table of records.

- Document -	Type	No	Reference	Amount	Descr	Finance	ACCS
MISC		1	UNITED AIRLINES	300.00	<U>	0	< >
MISC		2	CONTINENTAL	450.00	<U>	0	< >
Total				750.00			

At the bottom of the screen, there is a 'Message Line' showing 'Count: 1' and navigation options '<List><Replace>'. Labels on the left side identify 'Field', 'Record #1', 'Record #2', and 'Message Line'. A label on the right side identifies 'Screen Number'.

Fig. Screen Standards

Table: Screen Element Descriptions

Element	Description
FORM/SCREEN	A form/screen is a fill-in-the blanks arrangement that facilitates data inserts, updates, deletes, and/or queries of the database. You can use the terms form and screen interchangeably.
OPTION CODE/ FORM NAME/ SCREEN NUMBER	The option code is a code in the upper right hand corner of the screen that is alphanumeric and in the format zzz999 or zz999 with the alpha portion always in lower case. This format represents the application to which the option belongs and the number of the option, i.e., PM012 in the Payment Management module.
FIELD	A field is a column in a database table. The system displays a field as a highlighted area on the screen that can either contain an existing value from the database or accept a new value from the user.
TABLE	A table is a logical grouping of related records, e.g., customers or purchase orders. The system arranges a table like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field (see Field and Record). The system maintains tables behind the scenes. They are a means of storing information in the database.

Element	Description
BLOCK	A block is a section of a screen that usually presents information from a single table in a database. A block can contain one or more records from the table. You can also refer to the top block as the control block. The bottom block is synonymous with the detail block.
LIST	A list is a collection of valid values for a field. The system displays <LIST> in the lower right-hand corner of the screen if there is a list box available for the field.
TEXT	Text is all the information you record in any field and is always in upper case for ease in querying data. The exception to this rule is in description pop-up screens. The default for text entry in any field in a screen is replace mode. This is indicated when <REPLACE> appears in the lower right hand corner of the screen. You may switch to insert mode, at which time you will see <INSERT> in the lower right hand corner of the screen. While in replace mode you may type in information. In insert mode you may not make changes to existing information. For more information see Topic 103: Operator Functions.
POP-UP	A pop-up is an additional screen where information is entered. To access a pop-up, press LIST {Home} or Edit {F2}.
CURSOR MOVEMENT	Cursor movement is the direction the cursor moves through a screen. In the system it is always left to right or top to bottom.
DATE FIELD	A date field is a field that accepts only dates as entries. All date fields use the Oracle default format of DD-MON-YYYY , e.g., 12-MAY-1996.
RECORD	A record is data from one row in one table in the database. For example, a single record could represent an invoice item.
MESSAGE LINE	The message line located at the bottom of the screen, provides system messages to you as you navigate through the system. These messages may be error messages, directions for the next step within the screen and other helpful messages to guide you through the system.
PAGE	A page is the portion of a screen that you view on a monitor. A screen can consist of one or more pages.
MULTIPLE PAGES	Multiple pages are the additional pages of a screen that you cannot see on the monitor. The system uses the convention 1:2 (1 out of 2 pages) to display multiple pages. You will see this to the immediate left of the option code in the upper right-hand corner of a screen to indicate that there are 2 pages to the screen and that the first screen is currently displayed.

Result: We became familiar with the various elements of a CAMS screen.



TOPIC SELF-ASSESSMENT: SCREEN ELEMENTS

Complete this Self-Assessment exercise on your own. You have 5 minutes to answer the following questions.

1. What is a list-box?
2. Where do I look to see what screen I am on?
3. What are two types of messages provided on the message line and where is it located?



TOPIC OUTLINE



(00:30)

Topic 103

Operator Functions

Topic Overview

This topic provides instruction for the operator functions of the CAMS system. This will allow you to navigate throughout CAMS screens, enter data, and commit and edit records.

Topic Objectives

Upon completion of this topic, you will be familiar with the following:

- CAMS Operator Function Keys

Topic Screens

The following screen will be used throughout this topic:

RM031 Miscellaneous Receipts Transaction Screen

Scenario 1: Learn and use the CAMS operator function keys**NOTE**

The Instructor is going to explain operator function keys and the concept of keyboard mapping.

Operator Functions are the specific actions that you can perform in the system.

Keystrokes are the keys or combination of keys that you press to perform an operator function.

Keyboard Mapping is the way that you combine or use keys in a specific way to perform a function within the system.

Keyboard

The Instructor will now discuss the following concepts of Mapping.

- We refer to operator function names, rather than keystrokes, because the actual keystrokes depend on the type of keyboard or keyboard map you are using. Therefore, the operator function names will always remain the same, but the keystrokes may change. For the default keyboard map, refer to the table of functions and keystrokes on pages 100.30-100.34 of the *Participant Guide*.
- Keyboard mapping enables the machine you are using to communicate commands to the system by mapping specific key combinations to terminal function keys. A CAMS standard for keyboard mapping has been created and this is what you are learning and using today. After training, this mapping may change according to what has been set-up as a standard at your specific bureau. The system uses Oracle's default functions, e.g., Accept/Commit, Exit/Cancel. Your bureau's System Administrator or Database Administrator determines the appropriate keyboard map for your configuration.

Keyboard Mapping is provided in the Reference Manual for each module following General Navigation and it is reviewed briefly at the beginning of all CAMS courses.

The most commonly used operator functions, as well as the operator functions included on the keyboard template, are bolded in the table. You may refer to this table later to reference specific operator functions keys.

Table: Operator Function Keys, Keystrokes, and Definitions

NOTE: The bolded Operator Functions are the ones used most frequently

Operator Function Key	Keystroke	Definition
Accept/Commit	F5 or CTRL O	Records all changes made since the last Accept/Commit or Clear Form/Rollback. Closes the dialog box and acts upon your entry.
Backspace	BACKSPACE	Returns the cursor to erase the last character/space typed.
Beginning of Line	F1, then F1, then DOWN ARROW	Moves the cursor to the first character of the line.
Cancel/Exit	F4 or CTRL B	Exits the current form, pop-up window, or menu. Cancel/Exit can also terminate a process, i.e., enter a query.
Clear Block	Shift F9	Clears all information from the current block. NOTE: Clear Block does not delete records from the database; it only clears all fields in the block on which you are working. Clear Block might prompt you to commit your changes.
Clear Field	Shift F7	Clears the contents of the current field, beginning at the current cursor position. If the cursor is to the right of all characters in the field, Clear Field clears the entire field.

Table: Operator Function Keys, Keystrokes, and Definitions (continued)

Operator Function Key	Keystroke	Definition
Clear Form/Rollback	Shift F10	<p>Clears all the blocks of the current form, reversing all uncommitted inserts, updates, and deletes in all blocks of the form.</p> <p>NOTE: Clear Form/Rollback does not delete records from the database; it only clears all fields and blocks in the form on which you are working. Clear Form/Rollback might prompt you to commit your changes.</p>
Clear Record	Shift F8	<p>Removes the current record from the current block, reversing any uncommitted changes made to that record.</p> <p>NOTE: Clear Record does not delete records from the database; it only clears the current record.</p>
Copy Record	F1 and F12	Copies all values from the previous record into the corresponding fields of a new record.
Delete a Character	CTRL D	Deletes the character at the current cursor position.
Delete Record	DELETE	<p>Marks a record for deletion and clears its data from the form. The system will not physically remove records from the database marked for deletion until you Accept/Commit.</p> <p>NOTE: You may not always be able to delete. In some cases only your Database Administrator retains the right to remove records marked for deletion.</p>
Display Error	CTRL G, then H, then D	Displays error information, if appropriate, for the field where the last error occurred.
Down	DOWN ARROW	<p>Moves the cursor to the same field in the next record. If the next record is a new record, Down moves the cursor to the first field of the new record.</p> <p>NOTE: In the pop-up window, down moves the cursor down one line.</p>
Duplicate Field	F1 and F11	Copies the value from a field in the previous record into the same field of the current record.

Table: Operator Function Keys, Keystrokes, and Definitions (continued)

Operator Function Key	Keystroke	Definition
Edit	F2	Displays a pop-up screen in which you can enter/view information. Edit is a toggle switch – pressing it a second time accepts the contents of the screen and then dissolves the pop-up screen. Pressing Exit/Cancel to dissolve the pop-up will not accept the contents. This operator function is also used to view hidden text that does not fit in the main screen.
End of Line	F1, then F1, then RIGHT ARROW	Moves the cursor to the right of the last character in the line.
Enter Query	F11	Clears the current block(s) and allows you to enter query criteria to view a particular record(s). We will cover how to execute a query in Topic 104: Queries.
Execute Query	F12	Retrieves all of the records from the database table(s) referenced by the block(s). NOTE: When you use this after Enter Query, Execute Query performs a query for the criteria that you specified. We will cover how to execute a query in Topic 104: Queries.
First Line	F1, then F1, then UP ARROW	Moves the cursor to the top of the text in the screen. Also, in a List of Values, it will move the cursor to the first item.
Hot Window	F3	Accesses the Hot Window that allows you to move to another screen from any screen or menu. Hot Window avoids having to return to the main menu before moving to a new screen.
Insert Record	INSERT	Inserts a new record after the current record (record where the cursor is located).
Insert/Replace	CTRL A	Allows you to toggle between Insert character mode and Replace character mode. The default is Replace character mode.
Last Line	F1, then F1, then DOWN ARROW	Moves the cursor to the last character in the text. Also, in a List of Values, it will move the cursor to the last item.
Left	LEFT ARROW	Allows you to scroll to the left in a field/line.

Table: Operator Function Keys, Keystrokes, and Definitions (continued)

Operator Function Key	Keystroke	Definition
List	HOME or CTRL F	Displays a pop-up screen with a valid list of values, which may be selected for entry in the field. If a pop-up window appears, the window will display a field that you can enter and a list of possible values for the current field.
Next Block	PAGE DOWN	Moves the cursor to the next block in the form. NOTE: The next block in a form could be another page of the form if multiple pages exist.
Next Field	ENTER or TAB	Moves the cursor to the next field that you can enter or query in the current record.
Next Page	PAGE DOWN	Moves the cursor to the next block in the form. NOTE: The next block in a form could be another page of the form if multiple pages exist.
Next Record	DOWN ARROW	Moves the cursor to the next record in the current block or form.
Next Set of Records	F1, then F9	Retrieves the next set of records (that satisfies an active group) to the current block.
On-Line Help	Shift F5 or CTRL W	Displays the On-Line Documentation Pop-Up that displays field-specific help information. Pressing Help again displays the overall purpose for the screen, program, or report.
Page Down (List of Values)	F1, then DOWN ARROW	Moves the cursor one page down in a List of Values.
Page Up (List of Values)	F1, then UP ARROW	Moves the cursor one page up in a List of Values.
Previous Block	PAGE UP	Moves the cursor to the previous block in the form. NOTE: The previous block in a form could be a previous page of the form if multiple pages exist.
Previous Field	F1 and ENTER or F1 and TAB	Moves the cursor to the previous field that can be entered or queried in the current record.
Previous Page	PAGE UP	Moves the cursor to the previous block in the form. NOTE: The previous block in a form could be a previous page of the form if multiple pages exist.
Previous Record	F1, then PAGE UP	Moves the cursor to the previous record in the current block.

Table: Operator Function Keys, Keystrokes, and Definitions (continued)

Operator Function Key	Keystroke	Definition
Query Count	F11, then F3	Clears the current block and displays the number of rows that a query would retrieve if you executed one. In Enter Query mode, Count Query Hits does not clear the current block.
Refresh	CTRL R	Redisplays the image on your monitor.
Right	RIGHT ARROW	Allows you to scroll to the right in a field.
Scroll Down	DOWN ARROW	Allows you to scroll down to view additional records.
Scroll Up	UP ARROW	Allows you to scroll up to view previous records.
Select	ENTER	Selects a choice in a List of Values or in a dialog box.
Show Keys	CTRL K	Displays a window that lists the operator function keys and keystrokes available for the keyboard map you are using.
Up	UP ARROW	Moves the cursor to the previous record. In the pop-up window, Up moves the cursor up one line.

NOTE

Not all of the operator functions listed in the introductory table were used in the demonstration. You may use this table later for reference.



WALKTHROUGH

NOTE

The Instructor is going to walkthrough the following steps with you. Follow along with the Instructor by looking up at the overhead screen and performing the steps simultaneously with the Instructor. It is important that you perform the steps with the Instructor rather than going ahead.

Perform the following steps to access the Miscellaneous Receipts Transaction Screen – RM031:

1. From the Master Menu, select **RMTRAN RECEIPTS MANAGEMENT - TRANSACTION SCREENS**.
2. From the Transaction Screen Menu, select **RM031 TRANSACTION SCREEN – MISCELLANEOUS RECEIPTS**.

The following screen should appear:

Miscellaneous Receipts Transaction Screen							rm031
Control: Bureau		Deposit No	Cumulative Total				
Trans: No	Date	G/L Date	FY				
Source: Code	No	Name					
Payment: Method	Document No	Total					
Approval: By	Date	Notes					
- Document -							
Type	No	Reference	Amount	Descr	Finance	ACCS	
Total							
Count: *0							
<List><Replace>							

Fig. Miscellaneous Receipts Transaction Screen – RM031

Miscellaneous Receipts Transaction Screen							rm031
Control: Bureau		Deposit No	Cumulative Total				
Trans: No	Date	G/L Date	FY				
Source: Code	No	Name					
Payment: Method	Document No	Total					
Approval: By	Date	Notes					
- Document -	Type	No	Reference	Amount	Descr	Finance	ACCS
Total							
Count: *0							<List><Replace>

Fig. Miscellaneous Receipts Transaction Screen

Step	Operator Function Used	Action
A	List	In the Control: Bureau field, press LIST {Home}. LIST is used to display a pop-up screen that contains a valid list of values for a given field.
B	Select	In the Control: Bureau List Box, press Select {Enter} to choose 01 GENERAL ADMINISTRATION . Select is used to choose from a list of valid values.
C	Next Field	In the Control: Bureau field, press Next Field {Enter}. Next Field is used to move the cursor to the next field.
D	List	In the Deposit: No field, press LIST {Home}.
E	Scroll Down	In the Deposit: No List Box, Scroll Down {Down Arrow} to 74553. Scroll Down is used to move to additional information that exists below the current selection.
F	Select	In the Deposit: No List Box, press Select {Enter} to choose 74553 .
G	Next Field	In the Deposit: No field, press Next Field {Enter}.

Miscellaneous Receipts Transaction Screen							rm031
Control: Bureau		Deposit No	Cumulative Total				
Trans: No	Date	G/L Date	FY				
Source: Code	No	Name					
Payment: Method	Document No	Total					
Approval: By	Date	Notes					
- Document -	Type	No	Reference	Amount	Descr	Finance	ACCS
Total							
Count: *0							<List><Replace>

Fig. Miscellaneous Receipts Transaction Screen

Step	Operator Function Used	Action
H	Clear Field	In the G/L Date field, press Clear Field {Shift F7}. Clear Field is used to clear the contents of the current field.
I	Next Field	In the G/L Date field, type 30-NOV-1998 and press Next Field {Enter}.
J	Next Field	In the FY field, press Next Field {Enter}.
K	List	In the Source: Code field, press LIST {Home}.
L	Scroll Down	In the Source Code List Box, Scroll Down {Down Arrow} to OTHER.
M	Select	In the Source Code List Box, press Select {Enter} to choose OTHER .
N	Next Field	In the Source: Code field, press Next Field {Enter}.
O	Backspace	In the name field, type AIRLINR and press Backspace {Backspace} to change the R to an E . Backspace is used to erase the last character typed.
P	Next Field	In the name field, press Next Field {Enter}.
Q	List	In the Payment: Method field, press LIST {Home} to access the Payment Method Code List Box.
R	Scroll Down	In the Payment Method Code List Box, Scroll Down {Down Arrow} to CRCARD CREDIT CARD.
S	Select	In the Payment Method Code List Box, press Select {Enter} to choose CRCARD CREDIT CARD .
T	Next Field	In the Payment: Method field, press Next Field {Enter}.

Miscellaneous Receipts Transaction Screen							rm031
Control: Bureau		Deposit No	Cumulative Total				
Trans: No	Date	G/L Date	FY				
Source: Code	No	Name					
Payment: Method	Document No	Total					
Approval: N	By	Date	Notes				
- Document -	Type	No	Reference	Amount	Descr	Finance	ACCS
Total							
Count: *0							<List><Replace>

Fig. Miscellaneous Receipts Transaction Screen

Step	Operator Function Used	Action
U	Next Field	In the Document: No field, type 04 and press Next Field {Enter}.
V	Next Field	In the Total field, type 300.00 and press Next Field {Enter}.
W	Accept/Commit	In the Approval field, press Accept/Commit {F5}. Accept/Commit is used to record all changes made to a particular screen.
X	Next Block	In the Approval field, press Next Block {Page Down}. Next Block is used to advance the cursor to the next block of a screen.
Y	Previous Block	In the Document: Type field, press Previous Block {Page Up}. Previous Block is used to move the cursor to the previous block of a screen
Z	Next Block	In the Approval field, press Next Block {Page Down}.

Miscellaneous Receipts Transaction Screen							rm031																							
Control: Bureau <input type="checkbox"/> Deposit No <input type="text"/> Cumulative Total <input type="text"/>																														
Trans: No <input type="text"/> Date <input type="text"/> G/L Date <input type="text"/> FY <input type="text"/>																														
Source: Code <input type="text"/> No <input type="text"/> Name <input type="text"/>																														
Payment: Method <input type="text"/> Document No <input type="text"/> Total <input type="text"/>																														
Approval: <input type="checkbox"/> By <input type="text"/> Date <input type="text"/> Notes <input type="text"/>																														
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- Document -		Reference	Amount	Descr	Finance	ACCS																								
Type	No																													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																								
Total			<input type="text"/>																											
Count: *0							<List><Replace>																							

Step	Operator Function Used	Action
AA	Hot Window	If we needed to know information contained on the <u>Message Retrieval Screen – WF003</u> , we could easily access it. In the Document: Type field, press Hot Window {F3}. Hot Window is used to access another screen without having to exit the current screen. We are using this operator function for demonstration purposes only.
BB	Select	In the Hot Window field, type WF003 and press Select {Enter}.
CC	Exit	In the <u>Message Retrieval Screen – WF003</u> , press Exit {F4}.
DD	Exit	In the Hot Window field, press Exit {F4}.
EE	Next Field	In the Document: Type field, type MISC and press Next Field {Enter}.
FF	Next Field	In the Document: No field, type 001 and press Next Field {Enter}.
GG	Next Field	In the Reference field, type UNITED AIRLINES and press Next Field {Enter}.
HH	Next Field	In the Amount field, type 300.00 and press Next Field {Enter}.

Miscellaneous Receipts Transaction Screen							rm031
Control: Bureau		Deposit No	Cumulative Total				
Trans: No	Date	G/L Date	FY				
Source: Code	No	Name					
Payment: Method	Document No	Total					
Approval: N	By	Date	Notes				
- Document -	Type	No	Reference	Amount	Descr	Finance	ACCS
Total							
Count: *0							<List><Replace>

Fig. Miscellaneous Receipts Transaction Screen

Step	Operator Function Used	Action
II	Edit	In the Descr field, press Edit {F2} to access the Description Pop-Up. Edit {F2} is used to display a pop-up screen in its entirety which you can enter/view information. It allows you to see text that may be hidden on the screen that could not fit in the field.
JJ	Accept/Commit	In the Description Pop-Up, type UNITED AIRLINES TICKET REFUND FOR CANCELLED SAO PAULO CONFERENCE and press Accept/Commit {F5}. Accept/Commit is used here to record the description entered.
KK	Next Field	In the Descr field, press Next Field {Enter}.
LL	Previous Field	In the Finance field, press Previous Field {F1 & Enter}. Previous Field moves the cursor to the previous field that can be entered.
MM	Edit	In the Descr field, press Edit {F2} to access the Description Pop-Up. Notice the information previously entered can be viewed using the Edit operator function.
NN	Exit	Press Exit {F4} to close the Description Pop-Up. Exit closes the current form, pop-up window, or menu.

Miscellaneous Receipts Transaction Screen						rm031																							
Control: Bureau <input type="checkbox"/> Deposit No <input type="text"/> Cumulative Total <input type="text"/>																													
Trans: No <input type="text"/> Date <input type="text"/> G/L Date <input type="text"/> FY <input type="text"/>																													
Source: Code <input type="text"/> No <input type="text"/> - <input type="text"/> Name <input type="text"/>																													
Payment: Method <input type="text"/> Document No <input type="text"/> Total <input type="text"/>																													
Approval: <input type="checkbox"/> By <input type="text"/> Date <input type="text"/> Notes <input type="text"/>																													
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Total			<input type="text"/>																										
Count: *0				<List><Replace>																									

Fig. Miscellaneous Receipts Transaction Screen

Step	Operator Function Used	Action
OO	Next Field	In the Descr field, press Next Field {Enter}.
PP	List	In the Finance field, press LIST {Home} to access the Financing Resource List Box.
QQ	Scroll Down	In the Financing Resource List Box, Scroll Down {Down Arrow} to EXCHANGE REVENUE
RR	Select	In the Financing Resource List Box, press Select {Enter} to choose EXCHANGE REVENUE .

NOTE	The Instructor is going to walkthrough the following steps with you. Follow along with the Instructor by looking up at the overhead screen and performing the steps simultaneously with the Instructor.
-------------	---

Step	Action
A	In the Finance field, press Next Field {Enter}.
B	Upon pressing Next Field {Enter}, press Select {Enter} to acknowledge the message: Transaction complete – 1 record posted and committed. NOTE: Upon acknowledging the message the ACCS Pop-Up appears.

The system primarily uses the ACCS to record and classify financial transactions. The ACCS is important because the system requires that you include the elements in the ACCS for each financial transaction.

The system displays two different ACCS Pop-Up screens:

- The first is the Full ACCS Screen you see on the overhead projector (shown below). The second is a truncated view which contains only Project/Task, Organization, Object Class, and UDF, located on the next page.

Account Classification															
Bureau	Project Task	Fund Code	Program	Organization						Object Class	UDF				
█	███-█	█	█-█-█-█	█-█-███-█-█-█-█	█-█-█-█-█	█-█-█-█-█	█-█-█-█-█	█-█-█-█-█	███						
<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>															

Fig. Full ACCS Screen

[illegible]

Fig. ACCS Truncated View

- Your view of the ACCS is dependent on the Override ACCS flag on the Employee Information Maintenance Screen - GL029. You will be set up on this screen by your Database Administrator

Step	Action
C	In the ACCS Pop-Up, press Exit {F4} to return to the Application Menu.
D	Press Exit {F4} to return to the Master Menu.

Result: We became familiar with the CAMS operator function keys.





TOPIC SELF-ASSESSMENT: OPERATOR FUNCTIONS

Complete this Self-Assessment exercise on your own. You have 5 minutes to answer the following questions.

1. What is the difference between an Operator Function and a Keystroke?
2. What does keyboard mapping enable you to do on the machine you are using?
3. When a list of valid values exists and you want to access the list for a particular field, what operator function would you use and what is the corresponding keystroke?



TOPIC OUTLINE



(00:45)

Topic 104

Queries

Topic Overview

This topic provides an introduction to several types of CAMS queries. These functions will allow you to view information and records by performing queries and query counts.

Topic Objectives

Upon completion of this topic, you be familiar with the following:

- Performing a general query
- Performing a specific query
- Performing a query count
- Using additional query functions

Topic Screens

The following screens will be used throughout this topic:

PM001 Bank Maintenance Screen

FM003 Receiving Office Maintenance Screen

The Instructor will now discuss the three types of queries that you will learn to perform in this topic.

- General Query – A general query retrieves all records from the database for the particular screen.
- Specific Query – A specific query retrieves all records from the database matching a particular value that you enter in a given field. This is helpful when you wish to reduce the number of records retrieved based on specific criteria.
- Query Count – A query count displays the total number of records available for query based on the query condition.
- **NOTE:** If a query retrieves a large amount of records, a prompt is displayed asking if you would like to proceed.

The Instructor will now explain the different types of screens in which you can execute on-line queries.

- When you are in a maintenance screen you can query on most fields in the screen beginning with the top block.
- When you are in a transaction screen you can query on most fields in the screen beginning with the top block.
- When you are in a lookup screen you can query on predefined information from a particular application beginning with the top block.

After you query on the top block, you may start queries on the remaining blocks, but only in sequential order.

**DEMONSTRATION****Scenario 1:** Perform a general query**NOTE**

The Instructor is going to demonstrate the following steps. You will first watch the Instructor perform a general query. After the Instructor finishes the demonstrations, you will perform a practice activity to execute a general query on your own. The Instructor will provide assistance if needed.

1. Perform the following steps to access the Bank Maintenance Screen – PM001.
 - A. From the Master Menu, **Scroll Down** {Down Arrow} to place the cursor on the menu option PMMAIN PAYMENT MANAGEMENT – MAINTENANCE SCREENS and press **Select** {Enter}.
 - B. From the Application Menu, press **Next Block** {Page Down} and type **PM001** and press **Select** {Enter}. The screen name MAINTENANCE SCREEN – BANK CODES will appear.
 - C. Press **Select** {Enter} to display the screen.

The following screen appears after you perform steps A - C.

Bank Maintenance Screen				pm001
Bank: Code		Name		Active Status <input type="checkbox"/>
		Address		Date
		Address		
		Address		
		City		
		St/Pr		
		Zip		
		Contact		
		Attention		
		Phone No		
Bank: Account No		Type		
ABA No		Lockbox Code		
Valid for: P/R	<input type="checkbox"/>	C/R	<input type="checkbox"/>	A/P
A/P Limits: Low		High		
G/L Acct No:				
Count: *0				<Replace>

Fig. Bank Maintenance Screen – PM001

2. Perform a general query.

Step	Action
A	Press Execute Query {F12} after you access the <u>Bank Maintenance Screen – PM001</u> .
B	The system responds in the message line: WORKING.... The system then displays the results of the query. Press Scroll Down {Down Arrow} to scroll through the records received.
C	Press Cancel/Exit {F4} to exit the query and return to the Application Menu.

The Instructor is going to discuss the screen element, COUNT which was previously mentioned in Topic 102: Screen Elements.

- Count is an index that indicates the number of complete records displayed on the screen and always appears in the lower left-hand corner of the screen. A * next to the count value (e.g., COUNT:*1) indicates the last (and possibly the only) record retrieved. When you see COUNT: *0, the system found no records. COUNT: *0 will be accompanied by a system message on the message line that says, 'Query caused no records to be retrieved. Re-enter.' The up and down arrows next to COUNT (^ and v), indicate that you can scroll up and down through the records. Once you have scrolled through the entire list of records, the number of the last record will remain even when you scroll up to previous records.

Result: We performed a general query.



Scenario 2: Perform a specific query**NOTE**

The Instructor is going to demonstrate the following steps. You will watch the Instructor perform a specific query. After the Instructor finishes the demonstrations, you will perform a practice activity to execute a specific query on your own. The Instructor will provide assistance if needed.

1. Perform the following steps to access the Bank Maintenance Screen – PM001.
 - A. From the Application Menu, select the Bank Maintenance Screen – PM001.

The following screen appears after you perform step A.

Bank Maintenance Screen		pm001
Bank: Code	Name	Active Status <input type="checkbox"/>
	Address	Date
	Address	
	Address	
	City	
	St/Pr	Zip
	Contact	
	Attention	
	Phone No	
Bank: Account No	Type	
ABA No	Lockbox Code	
Valid for: P/R	C/R	A/P
A/P Limits: Low	High	
G/L Acct No:		
Count: *0		<Replace>

Fig. Bank Maintenance Screen – PM001

2. Perform a specific query.

Step	Action
A	Press Enter Query {F11} after you access the <u>Bank Maintenance Screen – PM001</u> . NOTE: The system responds in the message line: ENTER A QUERY. PRESS F12 TO EXECUTE, PF4 TO CANCEL.
B	Press Next Field {Enter} until you reach the ST/PR field. Press LIST {Home}. From the list of values select VA VIRGINIA . Press Select {Enter}.
C	Press Execute Query {F12}. The system responds in the message line: WORKING.... You will then see the results of the query.
D	Press Scroll Down {Down Arrow} and then Scroll Up {Up Arrow} to view all the records.
E	Press Enter Query {F11}.
F	Press Next Field {Enter} until you reach the ST/PR field. Press LIST {Home}. From the list of values select AZ ARIZONA . Press Select {Enter}.
G	Press Execute Query {F12}. The system responds in the message line: 'Query caused no records to be retrieved. Re-enter.'
H	Press Cancel/Exit {F4} to exit the query and return to the Application Menu.

Result: We performed a specific query.



Scenario 3: Perform a query count**NOTE**

The Instructor is going to demonstrate the following steps. You will watch the Instructor perform a query count. After the Instructor finishes the demonstrations, you will perform a practice activity to execute a query count on your own. The Instructor will provide assistance if needed.

1. Perform the following steps to access the Bank Maintenance Screen – PM001 and display it on the Computer Projector:
 - A. From the Application Menu select the Bank Maintenance Screen – PM001.

The following screen appears after you perform step A.

Bank Maintenance Screen		pm001
Bank: Code	Name	Active Status
	Address	Date
	Address	
	Address	
	City	
	St/Pr	Zip
	Contact	
	Attention	
	Phone No	
Bank: Account No	Type	
ABA No	Lockbox Code	
Valid for: P/R	C/R	A/P
A/P Limits: Low	High	
G/L Acct No:		
Count: *0		<Replace>

Fig. Bank Maintenance Screen – PM001

2. Perform a query count.

Step	Action
A	Press Enter Query {F11} once you access the <u>Bank Maintenance Screen – PM001</u> . NOTE: The system responds in the message line: ENTER A QUERY. PRESS F12 TO EXECUTE, PF4 TO CANCEL.
B	Press Count Query Hits {F3}. The system responds in the message line: Query will retrieve 5 records. NOTE: {F3} is also the Hot Window key.
C	Press Execute Query {F12} after the system displays the count. The system responds in the message line: WORKING.... You will then see the results of the query.
D	Press Cancel/Exit {F4} to end query mode and return to the Application Menu.
E	Press Cancel/Exit {F4} to return to the Master Menu.

Result: We performed a query count.



PRACTICE

Perform the **Practice Activity #1**. The following three exercises will review the three types of queries previously demonstrated. You will complete this exercise by yourself. The Instructor will provide assistance, if needed.

NOTE

You should be at the Master Menu, before beginning the Practice Activity. When you finish the Practice Activity, wait for the Instructor to direct you to the next activity.

1. Practice a general query:

Step	Action
A	From the Master Menu, Scroll Down {Down Arrow} to place the cursor on the menu option FMMAIN FUNDS MANAGEMENT – MAINTENANCE SCREENS and press Select {Enter}.
B	From the Application Menu, press Next Block {Page Down} and type FM003 and press Select {Enter}. The screen name MAINTENANCE SCREEN - RECEIVING OFFICE CODES will appear.
C	Press Select {Enter} to display the screen.
D	Press Execute Query {F12} after you access <u>the Receiving Office Maintenance Screen – FM003</u> .
E	The system responds in the message line: WORKING.... The system then displays the results of the query. Press Scroll Down {Down Arrow} to scroll through the records retrieved. NOTE: Executing a general query retrieves all records from the database for that particular screen.

2. Practice a specific query:

Step	Action
A	Press Enter Query {F11} to clear the screen for the next practice and enter a new query.
B	Press Next Field {Enter} until you reach the ACTIVE: STATUS field. Type Y .
C	Press Execute Query {F12}. The system responds in the message line: WORKING.... You will then see the results of the query.
D	Press Scroll Down {Down Arrow} and then Scroll Up {Up Arrow} to view all the records.

3. Practice a Query Count

Step	Action
A	Press Enter Query {F11} to clear the screen for the next practice and enter a new query.
B	Press Count Query Hits {F3}. The system responds in the message line: Query will retrieve 8 records.
C	Press Execute Query {F12} after the system displays the count. The system responds in the message line: WORKING.... You will then see the results of the query count.
D	Press Cancel/Exit {F4} to end query mode and return to the Application Menu.
E	Press Cancel/Exit {F4} to return to the Master Menu.



The Instructor will now discuss the following table. It includes a list of additional query functions in the form of relational operators. The Instructor will demonstrate the two most frequently used relational operators.

- A **relational operator** is a character or symbol used to specify characteristics of the data you query (e.g., values less than a certain number or a value not equal to a certain number).

Table: Relational Operators, Uses, and Examples

Query Operator	Use	Example
<p>—</p> <p>Underscore</p>	<ul style="list-style-type: none">• Represents any character	<p>When you type S_AR_ in the field, the system retrieves SMART, SNARE, and SHARE.</p>
<p>%</p> <p>Wildcard</p>	<ul style="list-style-type: none">• Represents any combination of characters (including no characters) <p>Note: Place a % sign before or after data to qualify the sequence you wish to retrieve.</p>	<p>When you type _IN%S in a field, the system retrieves BINS, FINES, and WINNERS.</p> <p>When you type Test% in a field, the system retrieves Tests, Testing, and Tested.</p> <p>When you type %10 in a field, the system retrieves 510, 6710, and 10.</p> <p>Note: When you type %XX%, the system retrieves all incidences of XX within a field.</p>

**DEMONSTRATION****Scenario 4:** Perform a query using relational operators**NOTE**

The Instructor is going to demonstrate the following steps. You will first watch the Instructor demonstrate the relational operators, and at the end of the course you will be able to practice using the relational operators and other skills we have learned in this course.

Demonstrate the Following Steps:

1. The Instructor will demonstrate how to perform a query using the underscore (_) relational operator in the Receiving Office Maintenance Screen - FM003.

Receiving Office Maintenance Screen		fm003
Receiving Office No		Active: Status <input type="checkbox"/> Date
Name		
Address		
Address		
Address		
City		
St/Pr	Zip	
Country		
Count: *0		<Replace>

Fig. Receiving Office Maintenance Screen – FM003

Step	Action
A	From the Master Menu, Scroll Down {Down Arrow} to place the cursor on the menu option FMMAIN FUNDS MANAGEMENT – MAINTENANCE SCREENS and press Select {Enter}.

Receiving Office Maintenance Screen		fm003
Receiving Office No	██████	Active: Status <input type="checkbox"/> Date ██████
Name	████████████████████	
Address	████████████████████	
Address	████████████████████	
Address	████████████████████	
City	████████████████████	
St/Pr	Zip	██████
Country	██████	
Count: *0		<Replace>

Fig. Receiving Office Maintenance Screen – FM003

Step	Action
B	From the Application Menu, press Next Block {Page Down} and type FM003 and press Select {Enter}. The screen name MAINTENANCE SCREEN - RECEIVING OFFICE CODES will appear.
C	Press Select {Enter} to display the screen.
D	Press Enter Query {F11}.
E	In the Receiving Office No field, type __3 (two underscores).
F	Press Execute Query {F12}.
G	The system responds in the message line: WORKING... The system then displays the results of the query. Press Scroll Down {Down Arrow} to scroll through the records retrieved.

Demonstrate the Following Steps:

2. The Instructor will demonstrate how to perform a query using the wildcard (%) relational operator in the Receiving Office Maintenance Screen - FM003.

Step	Action
A	Press Enter Query {F11}.
B	Press Next Field {Enter} until you reach the Zip field. Type %5 .
C	Press Execute Query {F12}.
D	The system responds in the message line: WORKING... The system then displays the results of the query. Press Scroll Down {Down Arrow} to scroll through the records retrieved.

Receiving Office Maintenance Screen		fm003
Receiving Office No	██████	Active: Status <input type="checkbox"/> Date ██████
Name	██	
Address	██	
Address	██	
Address	██	
City	██	
St/Pr	Zip	██████
Country	██████	
Count: *0		<Replace>

Fig. Receiving Office Maintenance Screen – FM003

Step	Action
E	Press Enter Query {F11}.
F	Press Next Field {Enter} until you reach the Name field. Type %M% .
G	Press Execute Query {F12}.
H	The system responds in the message line: WORKING... The system then displays the results of the query. Press Scroll Down {Down Arrow} to scroll through the records retrieved.
I	Press Cancel/Exit {F4} to exit the query and return to the Application Menu.

Table: Relational Operators, Uses, and Examples (continued)

Query Operator	Use	Example
<p><</p> <p>Less Than</p>	<ul style="list-style-type: none"> Retrieves numeric values less than the value entered Place before a numeric value 	When you type <1000 in an invoice number field, the systems retrieves all records with invoice numbers less than 1000.
<p>></p> <p>Greater Than</p>	<ul style="list-style-type: none"> Retrieves a series of records greater than the value entered Place before a numeric value 	When you type >1000 in an invoice number field, the system retrieves all records with invoice numbers greater than 1000.
<p>=</p> <p>Equal To</p>	<ul style="list-style-type: none"> Populates the field with that specific value Place before a numeric value 	When you type =5 in an invoice number field, the system retrieves the record with invoice number 5.
<p><>, !=, ^=</p> <p>Not Equal To</p>	<ul style="list-style-type: none"> Queries for records not equal to the stated value Place before a numeric value The most commonly used operator is <>, but if this symbol does not work, try the other two operators listed. 	When you type <>2000 in an invoice number field, the system retrieves records with invoice numbers not equal to 2000.
<p><=</p> <p>Less Than or Equal To</p>	<ul style="list-style-type: none"> Retrieves values that are less than or equal to the value entered in the field Place before a numeric value 	When you type <=2000 in an invoice number field, the systems retrieves records with invoice numbers less than or equal to 2000.
<p>>=</p> <p>Greater Than or Equal To</p>	<ul style="list-style-type: none"> Retrieves values from a query that are greater than or equal to the value entered in the field Place before a numeric value 	When you type >=2000 in an invoice number field, the system retrieves records with invoice numbers greater than or equal to 2000.

Table: Relational Operators, Uses, and Examples (continued)

Query Operator	Use	Example
#BETWEEN Between	<ul style="list-style-type: none"> Retrieves values between two numbers. <p>Note: Whenever you use a relational operator that is a word (such as BETWEEN) in a field, you must precede the operator with a "#," with the exception of the date operator.</p> <p>Note: The field must also have adequate space to perform these functions. If you do not provide ample space, you must perform an extended query.</p>	<p>When you type #BETWEEN 100 and 110 in an invoice number field, the system retrieves 101, 104, 109, etc.</p>
:DATE Date	<ul style="list-style-type: none"> Indicates that the results of the query should be presented in a logical order. Place before a relational operator. 	<p>When you type DATE '01-JAN-1998,' all the records with 01-JAN-98 in the date field are retrieved.</p> <p>When you type DATE BETWEEN '05-JAN-1997' and '25-JAN-1997,' the system retrieves records with dates between the 5th and the 25th of the month.</p>
& Extended Query	<ul style="list-style-type: none"> Represents an extended query. A WHERE clause must be entered in the pop-up screen displayed and then press Accept/Commit {F5} to execute the query. 	<p>Your Database Administrator (DBA) predominately performs this operation. For additional information, please contact your local DBA.</p>

Result: We became familiar with relational operators.





TOPIC SELF-ASSESSMENT: QUERIES

Complete this Self-Assessment exercise on your own. You have 5 minutes to answer the following questions.

1. What are the three different types of queries you can perform in the system?
2. What are three different screen types in which you can perform on-line queries in the system?
3. What does the % sign and the _ (underscore) sign allow you to do in query mode?





WALKTHROUGH – INSTRUCTOR LED

Scenario 1: Log out of the system

Perform the Following Steps:

1. From the Application Menu press **Cancel/Exit** {F4} to return to the Master Menu.
2. Once in the Master Menu, press **Cancel/Exit** {F4} again to log out of the system.
3. When prompted by the System THIS WILL END YOUR SESSION, type **Y** and press **Select** {Enter}.
4. At the prompt, type **99** and press **Select** {Enter}.

Result: We logged out of the system.



PRACTICE

Perform **Course Review Practice Activity**. The following practice activity will cover the key learning objectives covered in this course.

NOTE

When you finish the Practice Activity, wait for the Instructor to direct you to the next activity.

1. Log into CAMS.
2. Access the PM001 Bank Maintenance Screen.
3. Execute a query count to display the total number of records available for a query.
4. Use the Hot Window function to access the WF003 – Message Retrieval Screen.
5. Return to the PM001 Bank Maintenance Screen.
6. Execute a specific query in the **Bank: Account No Type** field using the available list box to select the value of **S Savings**.
7. Log out of CAMS.





COURSE SELF-ASSESSMENT: GENERAL NAVIGATION

Complete this Course Self-Assessment exercise on your own.
You have 15 minutes to answer the following questions.

1. Name the five different screen types in the system.
2. What prohibits you from accidentally logging out of the system in the Master Menu?
3. What operator function key is used to advance to a field?
4. What is the difference between Accept/Commit and Cancel/Exit?
5. What date format must you use for a Date field in the system?

6. Can a screen have multiple pages and how would you know?
7. What is the difference between a general query and a specific query?
8. What does the number displayed after performing a query count signify?
9. Describe the difference between operator functions and keyboard mapping.
10. What do the relational operators allow you to do when conducting a query?

**NOTE**

Your Instructor will pass out the evaluation forms for this course after everyone completes the Course Self-Assessment. The evaluation forms are anonymous. Once you complete the forms, place them in the envelope at the back of the room.

GENERAL NAVIGATION

APPENDIX OF REFERENCE MANUAL INFORMATION

In each course, aside from General Navigation, a *Reference Manual* is provided. The *Reference Manual* is divided into the following sections:

1.0 Overview – provides the objective of the manual and brief discussions of the accounting processes included in the manual. This section also includes a high-level flow chart of the processes discussed throughout the manual. Finally, key forms and regulations are identified.

2.0 Getting Started – identifies the standard keystrokes for CAMS and contains a complete listing of operator functions followed by definitions. In addition, this section provides step-by-step procedures for easy log-in to the system, executing a query, and using a list of values. The purpose of this section is to familiarize the users with CFS, allowing them to easily manipulate through the system.

3.0 Processes – provide functions and process flow diagrams. These diagrams depict the screens encountered during the processes. For each flow diagram, a process walkthrough explains the process and indicates key inputs, key outputs, and general ledger impacts. This section provides an overall understanding of the capability of the system and provides users with maps to follow as they use CFS.

4.0 Screen Descriptions by Type – describes each screen in the module in depth. Screen Descriptions are divided into 5 screen types: Maintenance, Transaction, Lookup, Program and Report. The Screen Description sections are broken down into many components to provide the greatest amount of pertinent information.

The following fields compose each screen description:

Screen Title - provides the exact name of the screen

Screen Number – provides the exact number of the screen

General Information – includes relevant background or key information regarding the screen. This information is presented in paragraph format and explains generally how the screen Functions and any requirements which affect the users ability to successfully utilize the system.

Exceptions – include any variations from the general rules presented in the process flow(s). Exceptions are listed individually and references are made as to how to handle the exception cases.

Processes – include a listing of the accounting processes in which the screen is involved.

Business Rules – define how you work with the system. These rules are either defined during system set-up or are built into the system according to government regulations.

Hardcoded Transaction Codes – document values that exist in the system and affect screen usage.

Required Tables and Values – include tables that require set-up prior to system use and are documented in this section. It displays the values that are required by the system to proceed with other screens.

Screen Picture – imported view of the screen

Process Description – provides a brief description regarding screen functionality and required information

Step/Action Table – provides a step by step walk through of actions needed to complete the screen. Direction is supplied on what and where to enter information. Important fields or functions are bolded for quick and easy reference. A stop sign indicates a warning or important information. A key indicates that the information presented is important and affects the results of the system.

The following fields compose the Field Description Table:

Shaded rows within the table indicated that the field *requires* an action.

Field name – name of the field within the screen

Description – definition of the field showing unique formatting requirements and examples as necessary. All formatting requirements are bolded for quick reference.

Attributes – indicates if the field is required and what to do. Fields can be required, derived (indicating that no action is necessary and that the information is automatically supplied by the system according to a previous entry), or optional (indicating the user can enter additional information which will further document a transaction, but which is not required for processing).

Derivation source- provides information on from where and how fields are populated by the System. The derivation source identifies whether the values are user-defined, system-generated or a combination of both.

Query Field – details whether the field can be queried upon.

Error Message – includes a listing of possible error messages for the screen that would appear within the CFS system and recommendations about how to solve each problem.

5.0 Getting Help – provides a listing of function help keys including instructions concerning how to access the on-line help feature of CFS. Help Desk contact information and other reference sources are provided. Information included in this section will make the process of achieving resolutions to problems more efficient.

6.0 Glossary – provides definitions for commonly used terms. This section is divided between CFS specific terms and Standard Government Accounting terms. This information will improve understanding of process descriptions and clarify terms that are unfamiliar. A Government Forms Crosswalk is also included. Please consult your bureau for bureau specific forms and information.

7.0 Index – allows the user to easily reference a screen by name.

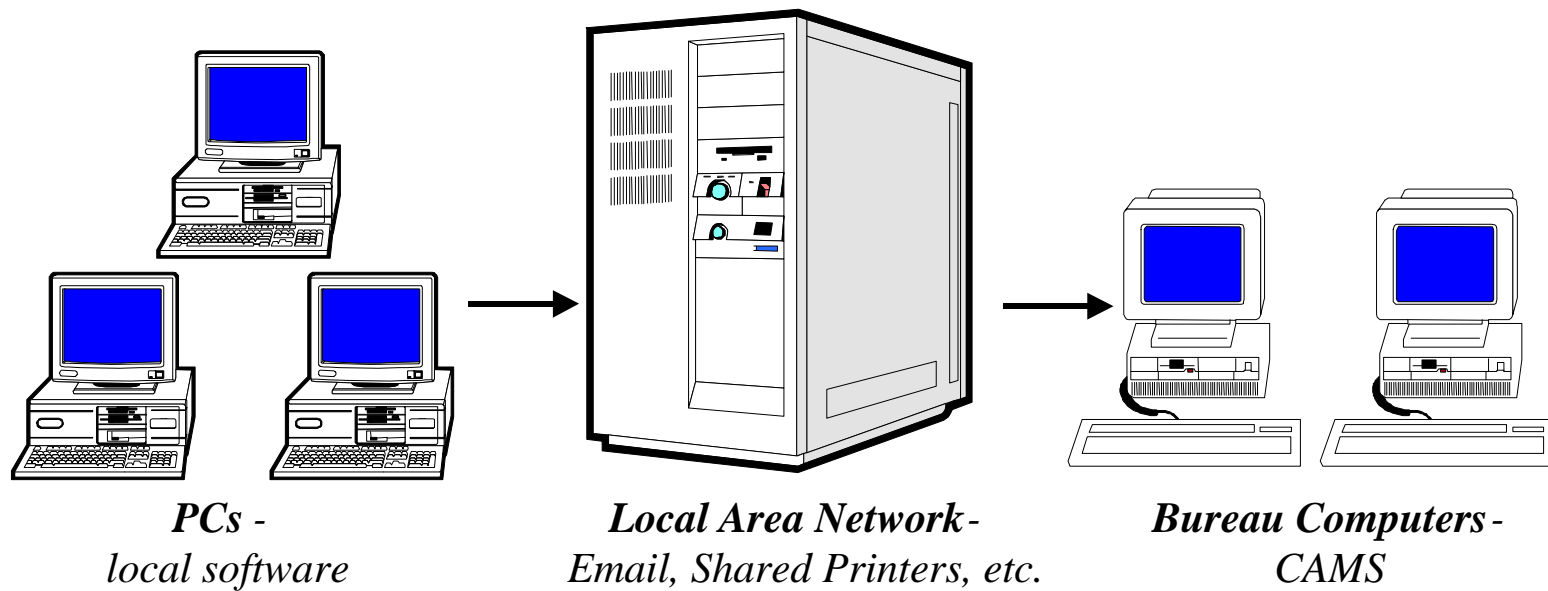
8.0 Appendices – provides required transaction codes, tables, and values to facilitate the set-up process. This section presents all tables that require set-up prior to system-use. Also, for each

screen, all required tables are identified and, if appropriate, the values which the system requires for those tables.

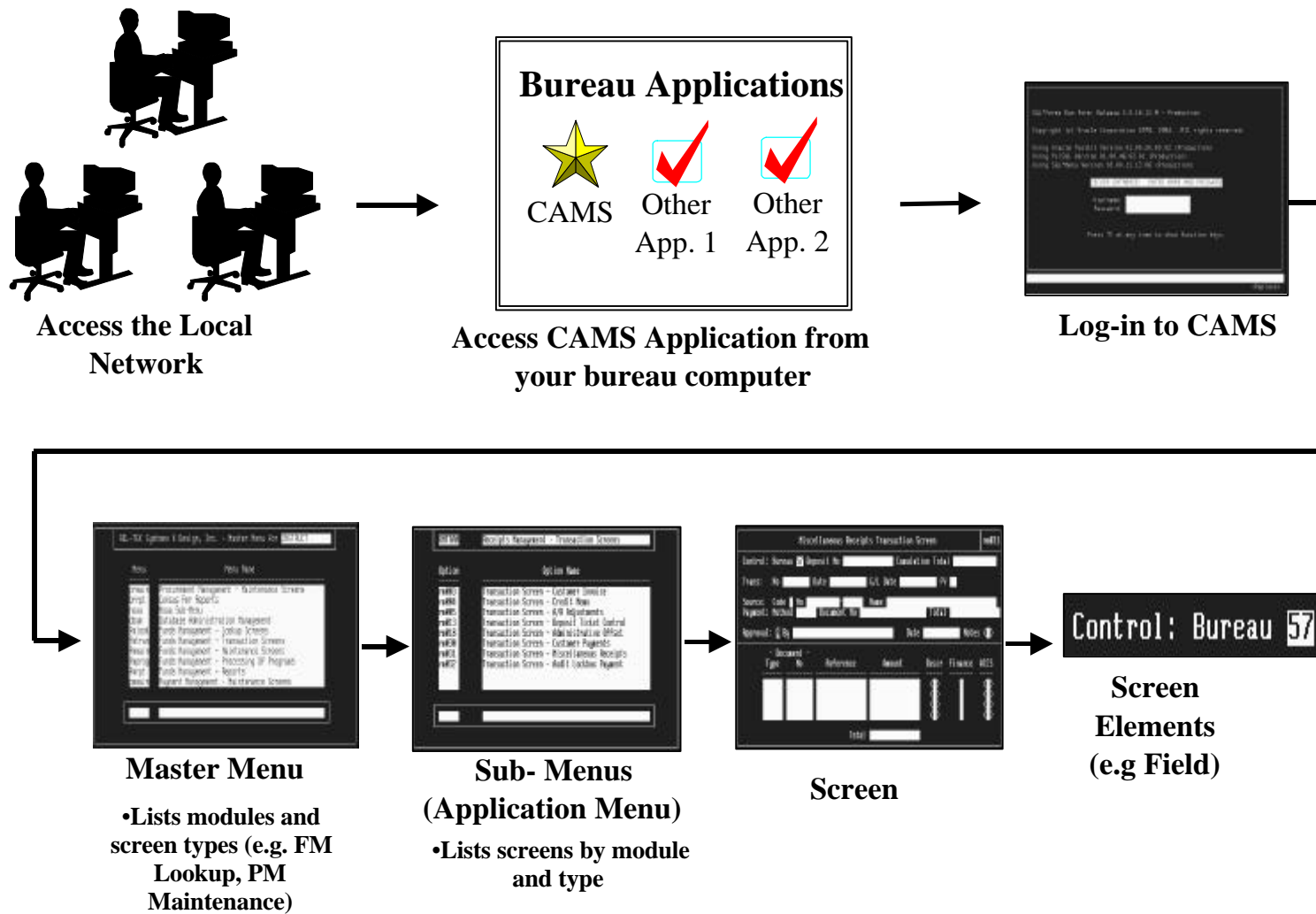
GENERAL NAVIGATION

APPENDIX OF PROCESS FLOWS

General Navigation – CAMS Technical View



General Navigation – CAMS Overview



GENERAL NAVIGATION

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